



# Payroll Authorization – Student Employment

Completed by Hiring Department

**Instructions:** A new payroll authorization form is required for each semester. This form is not used for Work-Study. Work-Study assignments are initiated by the Office of Financial Aid.

Today's Date \_\_\_\_\_ Student ID \_\_\_\_\_

First Name \_\_\_\_\_ MI \_\_\_\_\_ Last Name \_\_\_\_\_

- Student employees may work up to 20 hours per week and only work in one department.
- All student assignments are paid on an hourly basis.
- All students must apply through Cardinal Talent
- New student employees must complete a W-4 and I-9 with Human Resources prior to beginning employment.
- Employees working with students, and/or confidential information will require a background check before starting (i.e., RA's, tutors, GA's, financial offices, etc).

### Assignment:

New or Returning Student:

Job Title \_\_\_\_\_ Posting number (if new student) \_\_\_\_\_

Job Description \_\_\_\_\_

### Payment Schedule: (UIW Minimum Wage for Students is \$11.00/hour)

Hourly Rate \_\_\_\_\_ Begin Date \_\_\_\_\_ End Date (End of Semester) \_\_\_\_\_

Budget Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Department \_\_\_\_\_

### Supervisor Acknowledgment

By signing below I, \_\_\_\_\_, acknowledge and accept responsibility for ensuring that the above student employee will not exceed a total of 20 hours per week. I also acknowledge and understand the Student Employee Training found on the [HR Website](#) and my rights and responsibilities as a supervisor of a student employee.

Direct Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Authorizing Signatures:

\_\_\_\_\_  
Department Budget Manager Signature

\_\_\_\_\_  
Department Budget Manager-Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grants (If applicable)- Signature

\_\_\_\_\_  
Grants (If applicable)- Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources – Signature

\_\_\_\_\_  
Human Resources – Printed Name

\_\_\_\_\_  
Date

### Office Use Only

Classification: UG, GR, Ph.D, PS (circle one)

International Student \_\_\_\_\_

Total Registered Hours: Summer: \_\_\_\_\_ Fall: \_\_\_\_\_ Spring: \_\_\_\_\_

Position Code: \_\_\_\_\_